

# TRAINING MATERIALS



*for the*  
**Cataloger's  
Learning Workshop**

Cataloging is changing.  
*Are you ready?*

LIBRARY OF CONGRESS  
CATALOGING DISTRIBUTION SERVICE



# TRAINING MATERIALS *for the* Cataloger's Learning Workshop

## Cataloging is changing.

Are you ready? *Start learning the cataloging skills you will need in the future.* Expand and sharpen the skills you use today.

This brochure tells you about the training materials available for the wide range and growing number of Cataloger's Learning Workshop courses. You will also learn about the workshops themselves. Complete information about the workshops can be found at **[www.loc.gov/catworkshop](http://www.loc.gov/catworkshop)** and all of the training materials are described in greater detail at **[www.loc.gov/cds/training.html](http://www.loc.gov/cds/training.html)**.

**Cataloger's Learning Workshop** is a clearinghouse portal of cataloging and metadata training resources for information workers. Its scope includes bibliographic information training in the context of formal library and information science degree programs, as well as continuing education for library practitioners. Cataloger's Learning Workshop is a cooperative project of the Library of Congress Cataloging Distribution Service, the Program for Cooperative Cataloging, and the Association for Library Collections and Technical Services, a division of the American Library Association.

## USEFUL CATALOGER TRAINING -RELATED LINKS

Cataloger's Learning Workshop	<b><a href="http://www.loc.gov/catworkshop">www.loc.gov/catworkshop</a></b>
Cataloging Distribution Service (CDS)	<b><a href="http://www.loc.gov/cds">www.loc.gov/cds</a></b>
Cataloging for the 21st Century (Cat21)	<b><a href="http://www.loc.gov/catworkshop/cat21">www.loc.gov/catworkshop/cat21</a></b>
Cooperative Cataloging Training (CCT)	<b><a href="http://www.loc.gov/catworkshop/cct">www.loc.gov/catworkshop/cct</a></b>
Serials Cataloging Cooperative Training Program (SCCTP)	<b><a href="http://www.loc.gov/acq/conser/scctp">www.loc.gov/acq/conser/scctp</a></b>
eduCAT Discussion List	<b><a href="http://www.loc.gov/catworkshop/eduCAT">www.loc.gov/catworkshop/eduCAT</a></b>



# SERIALS CATALOGING SKILLS

## Serials Cataloging Cooperative Training Program (SCCTP)

[www.loc.gov/acq/conser/scctp](http://www.loc.gov/acq/conser/scctp)

SCCTP provides standardized and authoritative training materials and designated trainers in the field of continuing resources. The program, coordinated by CONSER, relies on library associations, networks, and institutions to sponsor workshops and works with training providers and sponsoring organizations that use SCCTP materials and trainers. All course materials are distributed as PDF files. PDF is convenient, cost effective, and allows us to update the materials quickly. Prices for all training materials are on the last page of this brochure. For more details on the program visit the SCCTP website: [www.loc.gov/acq/conser/scctp](http://www.loc.gov/acq/conser/scctp). For more details on the course materials visit: [www.loc.gov/cds/training.html#ser](http://www.loc.gov/cds/training.html#ser).

### Basic Serials Cataloging Workshop

Hands-on training for beginning serials catalogers and other library staff. Includes practices from the CONSER Cataloging Manual and CONSER Editing Guide—the two major handbooks in this field. Exercises and examples throughout. Two-day workshop.

Visit [www.loc.gov/cds/training.html#bscw](http://www.loc.gov/cds/training.html#bscw) for a complete description. Prices on the last page of this brochure.

*Instructor Manual*: 202 double-sided, 8½ × 11" leaves (404 single-sided pages) ISBN 0-8444-1142-6.

*Trainee Manual*: 158 double-sided, 8½ × 11" leaves (316 single-sided pages) ISBN 0-8444-1143-4.

### Advanced Serials Cataloging Workshop

Serials cataloging rules and practices—in depth. While focusing on printed serials, the instructions are applicable to serials in any medium. Exercises and examples throughout. Two-day workshop.

Visit [www.loc.gov/cds/training.html#ascw](http://www.loc.gov/cds/training.html#ascw) for a complete description. Prices on the last page of this brochure.

*Instructor Manual*: 174 double-sided, 8½ × 11" leaves (348 single-sided pages) ISBN 0-8444-1140-X.

*Trainee Manual*: 157 double-sided, 8½ × 11" leaves (314 double-sided pages) ISBN 0-8444-1141-8.

### Electronic Serials Cataloging Workshop

Based on the revised AACR2 chapter 12, Library of Congress Rule Interpretations, MARC 21 Formats, and non-CONSER-specific policies and practices in the CONSER Cataloging Manual and CONSER Editing Guide. Exercises and examples throughout. One-day workshop.

Visit [www.loc.gov/cds/training.html#escw](http://www.loc.gov/cds/training.html#escw) for a complete description. Prices on the last page of this brochure.

*Instructor Manual*: 184 double-sided, 8½ × 11" leaves (260 single-sided pages) ISBN 0-8444-1150-7.

*Trainee Manual*: 90 single-sided, 8½ × 11" leaves (184 single-sided pages) ISBN 0-8444-1149-9.

### Integrating Resources Cataloging Workshop

Based on AACR2 chapters 9 and 12. Covers all integrating resources, with an emphasis on electronic resources. Exercises and examples throughout. One or one-and-a-half day workshop.

Visit [www.loc.gov/cds/training.html#ircw](http://www.loc.gov/cds/training.html#ircw) for a complete description. Prices on the last page of this brochure.

*Instructor Manual*: 222 double-sided, 8½ × 11" leaves (444 single-sided pages) ISBN 0-8444-1135-3.

*Trainee Manual*: 135 double-sided, 8½ × 11" leaves (270 single-sided pages). ISBN 0-8444-1136-1.

### Serials Holdings Workshop

Learn how to create holdings and publication pattern records. Exercises and examples throughout. One or one-and-a-half day workshop.

Visit [www.loc.gov/cds/training.html#shw](http://www.loc.gov/cds/training.html#shw) for a complete description. Prices on the last page of this brochure.

*Instructor Manual*: 150 double-sided, 8½ × 11" leaves (300 single-sided pages) ISBN 0-8444-1134-7.

*Trainee Manual*: 177 double-sided, 8½ × 11" leaves (354 single-sided pages) ISBN 0-8444-1134-9.

All Courses and  
Course Materials  
Updated Frequently

# BASIC CATALOGING SKILLS

## Cooperative Cataloging Training (CCT)

[www.loc.gov/catworkshop/cct](http://www.loc.gov/catworkshop/cct)

Here is standardized training in basic cataloging skills. CCT is a joint effort of the Library of Congress Program for Cooperative Cataloging (PCC) and ALA's Association for Library Collections and Technical Services (ALCTS). CCT works with training providers and the organizations that sponsor workshops using CCT course materials and designated trainers. All course materials are distributed as PDF files. PDF is convenient, cost effective, and allows us to update the materials quickly. Prices for all training materials are on the last page of this brochure.

For more details on the program visit the CCT web site: [www.loc.gov/catworkshop/cct](http://www.loc.gov/catworkshop/cct).

For more details on the course materials visit [www.loc.gov/cds/training.html#cct](http://www.loc.gov/cds/training.html#cct)

### Basic Subject Cataloging Using LCSH

Acquire a solid foundation in the principles and practices of subject cataloging using Library of Congress Subject Headings (LCSH). Exercises and examples throughout. Two-day workshop.

Visit [www.loc.gov/cds/training.html#cct-subjcat](http://www.loc.gov/cds/training.html#cct-subjcat) for a complete description. Prices on last page of this brochure.

*Instructor Manual:* 309 double-sided, 8½ × 11" leaves (618 single-sided pages) ISBN 0-8444-1221-3.

*Trainee Manual:* 176 double-sided, 8½ × 11" leaves (352 single-sided pages) ISBN 0-8444-1121-1.

### Basic Creation of Name and Title Authorities

Basic principles of creating authority records for those who are new to the use, creation, and maintenance of MARC 21 name and title authorities. Exercises and examples throughout. One-and-a-half to two-day workshop.

Visit [www.loc.gov/cds/training.html#cct-name&title](http://www.loc.gov/cds/training.html#cct-name&title) for a complete description. Prices on last page of this brochure.

*Instructor Manual:* 444 double-sided, 8½ × 11" leaves (888 single-sided pages) ISBN 0-8444-1135-3.

*Trainee Manual:* 135 double-sided, 8½ × 11" leaves (270 single-sided pages) ISBN 0-8444-1136-1.

### Fundamentals of Series Authorities

Basic principles of creating series authority records for those who are new to the use, creation, and maintenance of MARC 21 series authorities. Previous experience with name authorities is recommended. Exercises and examples throughout. One-and-a-half to two-day workshop.

Visit [www.loc.gov/catworkshop/cct](http://www.loc.gov/catworkshop/cct) for updates on course availability.

Visit [www.loc.gov/cds/training.html#cct](http://www.loc.gov/cds/training.html#cct) for updates on availability of training materials.

### Fundamentals of Library of Congress Classification

Gain a deeper understanding of the structures underlying Library of Congress Classification (LCC) to organize your library collections. Exercises and examples throughout. One-and-a-half to two-day workshop.

Visit [www.loc.gov/catworkshop/cct](http://www.loc.gov/catworkshop/cct) for updates on course availability.

Visit [www.loc.gov/cds/training.html#cct](http://www.loc.gov/cds/training.html#cct) for updates on availability of training materials.

# BIBLIOGRAPHIC CONTROL NOW AND IN THE FUTURE

## Cataloging for the 21st Century (Cat21)

[www.loc.gov/catworkshop/cat21](http://www.loc.gov/catworkshop/cat21)

Play a major role in shaping library services in the burgeoning digital information environment. These courses in bibliographic control in the 21st century will benefit practicing catalogers. All course materials are distributed as PDF files. PDF is convenient, cost effective, and allows us to update the materials quickly. Prices for all training materials are on the last page of this brochure.

For more details on the program visit the Cat21 website: [www.loc.gov/catworkshop/cat21](http://www.loc.gov/catworkshop/cat21).

For more details on the course materials visit [www.loc.gov/cds/training.html#cat21](http://www.loc.gov/cds/training.html#cat21)

### Rules and Tools for Cataloging Internet Resources

Primary concepts that carry across electronic resource cataloging and managing e-resources in online catalogs. Exercises and examples throughout. Two-day workshop. Visit [www.loc.gov/cds/training.html#cat21-rules&tools](http://www.loc.gov/cds/training.html#cat21-rules&tools) for a complete description. Prices on last page of this brochure.

*Instructor Manual*: 149 double-sided, 8½ × 11" leaves (298 single-sided pages) ISBN 0-8444-1126-4.

*Trainee Manual*: 248 double-sided, 8½ × 11" leaves (496 single-sided pages) ISBN 0-8444-1127-2.

### Principles of Controlled Vocabulary and Thesaurus Design

Relates current practice to the metadata world. Explores types of controlled vocabularies; thesaurus planning, design, construction, development, display, navigation, implementation and management; plus hierarchical structure and relationships. Exercises and examples throughout. Two-day workshop.

Visit [www.loc.gov/cds/training.html#cct](http://www.loc.gov/cds/training.html#cct) for a complete description. Prices on last page of this brochure.

### Metadata Standards and Applications

Focuses on specific metadata standards and applications. Includes content storage and retrieval models, data creation and management models, relationships models, quality considerations and metrics and monitoring, and participating in metadata developments. Exercises and examples throughout. Two-day workshop.

Visit [www.loc.gov/cds/training.html#cct](http://www.loc.gov/cds/training.html#cct) for a complete description. Prices on last page of this brochure.

### Metadata and Digital Library Development

Examines the digital library in the 21st century. Covers the uses of the digital library; digital consideration for current collections: selection and collection building; metadata consideration: access, storage, preservation and rights management; standards issues: metadata and content standards; preservation and archiving; Internet and Web technology; and planning the digital project. Two-day workshop.

Visit [www.loc.gov/cds/training.html#cct](http://www.loc.gov/cds/training.html#cct) for a complete description. Prices on last page of this brochure.

### Digital Project Management for the 21st Century

Visit the Cat21 website [www.loc.gov/catworkshop/cat21](http://www.loc.gov/catworkshop/cat21) for updates on course availability.

Visit [www.loc.gov/cds/training.html#cat21](http://www.loc.gov/cds/training.html#cat21) for updates on availability of training materials.



# ORDERING INFORMATION

## What is in the Package You Buy?

Each package of course materials contains PDF files for the *Instructor Manual*, *Trainee Manual*, PowerPoint® presentation files, and cover art for the manual binders. (Binders themselves are not included.) The *Instructor Manual* provides course objectives, step-by-step procedures, and answers to exercise questions. The *Trainee Manual* includes course content with examples, work forms for exercises, and additional materials depending on the particular workshop.

### Pricing & Delivery Details

Upon purchase, CDS will e-mail you the PDF course files. Your cost is determined by the number of copies you expect to produce (see Price Schedule below). You are responsible for replication, binders, and package assembly.

#### Price Schedule for Replicating Copies\*

for replication of 1-4 copies	\$ 70
for replication of 5-10 copies	\$ 100
for replication of 11-30 copies	\$ 200
for replication of 31-50 copies	\$ 300
for replication of 51-100 copies	\$ 600
for replication of 101+ copies	\$ 1,000

\* Fees support the cost-recovery publication and distribution of these course materials.

### How to Order

Complete order information is found at [www.loc.gov/cds/contact.html](http://www.loc.gov/cds/contact.html). A CDS customer account number is given to you at the time of purchase. Please refer to this account number in all correspondence with CDS.

#### Order by Telephone, Fax, Mail, or Internet:

Library of Congress  
Cataloging Distribution Service  
Customer Services Section  
101 Independence Avenue, S.E.  
Washington, DC 20541-4912  
USA

For fastest service call toll-free in U.S.  
**1-800-255-3666**  
Outside U.S. call (202) 707-6100  
E-mail: [cdsinfo@loc.gov](mailto:cdsinfo@loc.gov)

Hours: **8:00 a.m. to 4:30 p.m.**  
(U.S. Eastern Standard Time)  
Monday–Friday, except holidays.

### Four Convenient Ways to Pay

- 1 Charge your VISA, MasterCard, American Express, or Discover credit card.
- 2 Charge your current CDS deposit account.
- 3 Send payment with order: check drawn on a U.S. bank (branch of a bank located in the U.S.), money order, international money order, or UNESCO coupons, made payable to: “**Chief, CDS, Library of Congress.**”
- 4 Electronic funds transfer (EFT). See [www.loc.gov/cds/eft.html](http://www.loc.gov/cds/eft.html) for EFT instructions.

*We are required by law to receive your payment before shipping your order.*

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